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# CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

**DATE:** October 7, 2004

**POSITION:** Legal Support Supervisor I  
Permanent Full Time

**SALARY:** \$3277 - \$3985

**LOCATION:** California Unemployment Insurance Appeals Board  
Field Operation Headquarters  
2400 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**POSITION**

**DESCRIPTION:** Under general direction of the Legal Support Supervisor II, the Legal Support Supervisor I, as a first-line working supervisor, performs a wide variety of supervisory and administrative duties necessary to maintain the efficient operation of the legal support activities in Field Operation Headquarters.

- Directs, advises and assists staff with all aspects of tax cases.
- Plans, organizes, directs and controls the work of the legal support staff in-house and off-site, in the processing of a variety of administrative program appeals and petitions.
- Performs administrative duties involving the operation of Field Operation Headquarters in the absence of the Legal Support Supervisor II.
- Instructs and assists a legal support staff in the completion of registration/calendaring, and decision/transcript preparation.
- Provides on-going employee development through training, monitoring and evaluating work performance, preparing probationary reports, counseling, and conducting yearly performance evaluations. Takes appropriate corrective action as necessary.
- Travels and attends all required meetings.
- As delegated, gathers statistical data and generates reports, reviews attendance monthly. Assists in recruitment, interviewing and hiring of new staff. Trains employees as needed. Performs other clerical work as required.

**WHO SHOULD  
APPLY:**

Persons who are reachable on the current Legal Support Supervisor I list or who have permissive reinstatement to Legal Support Supervisor I and other transfer eligible classifications (comparable responsibilities and salary). SROA and surplus employees will be given first consideration.

**SUBMIT APPLICATION**

**(Form 678) to:** Unemployment Insurance Appeals Board  
Attn: Ingrid Azvedo, Human Resources Analyst  
2400 Venture Oaks Way, Suite 400  
Sacramento, CA 95833

**CONTACT:** For more information about this position, contact  
Dianne Cantu, LSS II at: (916) 263-8103

**FINAL FILING:** October 15, 2004